January 2019

Dear ESOC Exhibitor,

This Exhibition Technical Manual contains important information and is designed to assist you in preparing for the ESOC 2019 Exhibition.

The Exhibition will be held in conjunction with the 5th European Stroke Organization Conference (ESOC 2019) which will be held from May 22 to 24, 2019, in Milan, Italy.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

**Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the Conference.**

**Exhibitor’s Portal**

Each exhibitor will receive a separate e-mail containing instructions on how the orders should be placed as well as an individual login and password.

The Exhibitor’s Portal enables Sponsors and Exhibitors to:
- Submit Company profile and logo for inclusion in the Conference publications
- Order additional exhibitor badges
- Submit stand drawing (for “Space Only” stands)
- Order Lead retrieval application/scanner
- Submission of other deliverables as per contract

Kindly note that only by submission of your company profile and logo, you will be permitted access to the other optional services available for you.

We recommend keeping the Exhibitor’s Portal link together with your login information on hand for future reference.

**Exhibitor Services**

Technical installations and exhibition services such as electricity, furniture and others have to be ordered through the MiCo, the official Vendor, online shop (Exhibitor Services Website).

Ordering additional services and order deadlines set by the Vendor, can be found through the online-shop. Exhibitors will receive form Vendor the link as well a password to enter the online shop.

**Please do not confuse Vendor on line shop with the Exhibitor’s Portal; these are completely different sites!**

For your convenience, this manual has been divided into sections.

We shall be happy to assist you with any additional services that you may require.

If there is anything we can do to facilitate your stand set up, please do not hesitate to contact us.

We wish all of us a successful Conference and Exhibition.

Best Regards,

Michal

Michal Lelcuk | MLelcuk@kenes.com
Senior Technical & Exhibition Manager
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Section 1: GENERAL INFORMATION

**Dates**
Wednesday, May 22 – Friday, May 24, 2019

**Exhibition Manager**
Kenes Group  
**Ms. Michal Lelcuk**  
T: +41 22 908 0488 ext. 921 | E: mlelcuk@kenes.com

**Onsite Exhibition Manager Desk**
The Exhibition Manager Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition Area.

Prior to this time, if you have any queries regarding your participation at ESOC 2019, please feel free to contact me at: mlelcuk@kenes.com

**Symposia Coordinator**
Kenes Group  
**Ms. Sharon Gamliel**  
E: sgamliel@kenes.com

**Industry Liaison & Sales Associate**
Kenes Group  
**Ms. Charlotte Lim**  
E: clim@kenes.com | T: +31 20 763 0100 | M: +31 6 5391 8302

**Registration**
Kenes Group  
**Ms. Adi Braunstein**  
Tel: +41 22 9080488 ext. 398  
E: reg_esoc19@kenes.com | Eazur@kenes.com

For group registration (10 participants and more) please contact:  
E: reg_esoc19@kenes.com | Eazur@kenes.com | W: Group Registration

**Hotel Accommodation**
We have a wide variety of hotels with special rates for conference participants. Don’t miss out the opportunity to save on time and money.

Kenes Group  
**Ms. Irina Sapir**  
T: +41 22 9080488 ext. 998  
E: isapir@kenes.com  
W: https://hotel.kenes.com/en/congress/ESOC19

**ESOC 2019 Secretariat and Conference Organisers**
C/o Kenes Group  
Rue François-Versonnex 7  
1207 Geneva, Switzerland  
Website: https://www.eso-conference.org/2019
Conference Venue
MiCo Milano Congressi
Piazzale Carlo Magno, 1
20149 Milano MI, Italy
T: +39 02 4997 7134
W: www.micomilano.it

Travel to and from MiCo:
Information on travel to and from MiCo can be found on: http://www.micomilano.it/ComeArrivare_en.html

Conference Website
You are welcome to visit the Conference website: https://www.eso-conference.org/2019
for updated information regarding the ESOC Conference and Exhibition.
Section 2: Exhibition Schedule, Floor Plan & List of Exhibitors

Exhibition Timetable at a Glance
The timetable is subject to possible changes in accordance to the scientific programme. Updates to follow up in due time.

<table>
<thead>
<tr>
<th>Set-up</th>
<th>Monday, May 20th, 2019 For “Space Only” stands For Shell Scheme Stands</th>
<th>08:00 - 21:00 16:00 -21:00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuesday, May 21st, 2019 For all stands</td>
<td>08:00 - 21:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition Opening Hours</th>
<th>Wednesday, May 22nd, 2019 09:30 – end of Welcome Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thursday, May 23rd, 2019 09:30 – 17:00</td>
</tr>
<tr>
<td></td>
<td>Friday, May 24th, 2019 09:30 – 14:30</td>
</tr>
</tbody>
</table>

| Dismantling / Breakdown     | Friday, May 24th, 2019 15:45 - 22:00                                    |

Welcome Reception
On Wednesday, 20th February you are cordially invited to the Welcome Reception held in the Exhibition Hall, From 18:00. Exhibitors are asked to please man their stands during the Welcome Reception in the Exhibition Hall.

Please note:
➢ Empty crates and packaging materials must be removed after set-up and no later than Tuesday, May 21st at 16:00H.
➢ All aisles must be clear of exhibits and packaging materials to enable cleaning.
➢ Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.
➢ Dismantling of the stands before the official closing of the exhibition is not permitted.
➢ It is the exhibitor’s responsibility to dispose of all materials after dismantling.
➢ Any equipment displays aid or other material left behind after Friday, May 24th, at 23:00 will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.
➢ Please note that participants will be walking through the Exhibition area to reach the E-Posters area which will be active before and after the Exhibition Opening Hours.

Therefore, you may either man your booth during those times or consider hiring extra security for your valuables.
Exhibition Floor Plan (as of January 2018)

The floor plan has been designed to maximize the exhibitor’s exposure to the delegates.

For updates please visit the online floor plan: https://apps.kenes.com/floorplan/#/congress/ESOC19
List of Exhibitors (as of January 2019)

For updates please visit the online floor plan: [https://apps.kenes.com/floorplan/#/congress/ESOC19](https://apps.kenes.com/floorplan/#/congress/ESOC19)

<table>
<thead>
<tr>
<th>Name</th>
<th>Booth No</th>
<th>Booth Type</th>
<th>Booth Size (sq.m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Heart Association / American Stroke Association</td>
<td>45</td>
<td>Shell</td>
<td>9</td>
</tr>
<tr>
<td>Amgen</td>
<td>24</td>
<td>Space</td>
<td>42</td>
</tr>
<tr>
<td>Apoplex Medical technologies</td>
<td>43</td>
<td>Space</td>
<td>15</td>
</tr>
<tr>
<td>Balt</td>
<td>19</td>
<td>Space</td>
<td>15</td>
</tr>
<tr>
<td>Bayer</td>
<td>05</td>
<td>Space</td>
<td>80</td>
</tr>
<tr>
<td>Biogen</td>
<td>21</td>
<td>Space</td>
<td>24</td>
</tr>
<tr>
<td>BIONIK Inc.</td>
<td>17</td>
<td>Shell</td>
<td>9</td>
</tr>
<tr>
<td>Bittium</td>
<td>25</td>
<td>Shell</td>
<td>9</td>
</tr>
<tr>
<td>Boehringer Ingelheim\Angels Initiative</td>
<td>03</td>
<td>Space</td>
<td>90</td>
</tr>
<tr>
<td>Boehringer Ingelheim</td>
<td>04</td>
<td>Space</td>
<td>80</td>
</tr>
<tr>
<td>Brainomix</td>
<td>11</td>
<td>Space</td>
<td>36</td>
</tr>
<tr>
<td>European Stroke Organization</td>
<td>01</td>
<td>Space</td>
<td>42</td>
</tr>
<tr>
<td>EVER Neuro Pharma</td>
<td>22</td>
<td>Space</td>
<td>24</td>
</tr>
<tr>
<td>Imaginary</td>
<td>25A</td>
<td>Shell</td>
<td>6</td>
</tr>
<tr>
<td>iSchemaView</td>
<td>35</td>
<td>Shell</td>
<td>9</td>
</tr>
<tr>
<td>Cerenovus (Johnson and Johnson)</td>
<td>23</td>
<td>Space</td>
<td>15</td>
</tr>
<tr>
<td>Medtronic</td>
<td>02</td>
<td>Space</td>
<td>110</td>
</tr>
<tr>
<td>Meytec</td>
<td>16</td>
<td>Shell</td>
<td>15</td>
</tr>
<tr>
<td>Moleac</td>
<td>06</td>
<td>Space</td>
<td>18</td>
</tr>
<tr>
<td>NeuroNews International</td>
<td>49</td>
<td>Shell</td>
<td>9</td>
</tr>
<tr>
<td>Nico.lab</td>
<td>26</td>
<td>Space</td>
<td>18</td>
</tr>
<tr>
<td>Nihon Kohden</td>
<td>07</td>
<td>Space</td>
<td>12</td>
</tr>
<tr>
<td>Pfizer</td>
<td>14</td>
<td>Space</td>
<td>70</td>
</tr>
<tr>
<td>Phenox</td>
<td>34</td>
<td>Shell</td>
<td>9</td>
</tr>
<tr>
<td>Siemens Healthineers</td>
<td>16</td>
<td>Space</td>
<td>60</td>
</tr>
<tr>
<td>SITS International</td>
<td>18</td>
<td>Shell</td>
<td>9</td>
</tr>
<tr>
<td>Stroke Alliance for Europe</td>
<td>46</td>
<td>Shell</td>
<td>18</td>
</tr>
<tr>
<td>PRECIOUS (University Medical Center Utrecht)</td>
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<td>Shell</td>
<td>9</td>
</tr>
<tr>
<td>TENSION (University of Hamburg)</td>
<td>51</td>
<td>Shell</td>
<td>9</td>
</tr>
<tr>
<td>World Stroke Organization</td>
<td>42</td>
<td>Shell</td>
<td>18</td>
</tr>
</tbody>
</table>
Section 3: EXHIBITION SERVICES

Exhibitors\Contractors Access to the Exhibition Hall during Set-up & Dismantling Times
Stand contractors and staff must wear service passes during the entire set up and dismantling period. Service passes are free of charge and may be ordered via the online-shop.

Exhibitor Badges
All company representatives are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the stand and should not be used to bring visitors to the Exhibition.

Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract and determined by your stand size.

Two exhibitor badges will be given for the first 9 sqm booked, and one additional badge for each 9 sqm thereafter.

Exhibitor badges will be prepared for you to collect onsite (they will not be mailed in advance). The exhibitor badges allow access to the Exhibition Area, Networking Reception and Farewell Refreshments.

The exhibitor badges are generic and state the name of the company only, in order that they may be used interchangeably between staff members. Therefore, there is no need to submit individual names.

Exhibitors are required to access the Exhibitor’s Portal and provide the name of the company they wish to be displayed on the badges (otherwise the company name as appear on your application form will be printed on the badge).

Additional exhibitor badges may be purchased online through the Exhibitor’s Portal, at the rate of EUR 180 per badge.

Companies may purchase a maximum number of exhibitor badges as follows:

- Stands of up to 60sqm - 15 exhibitor badges
- Stands larger than 60sqm - 25 exhibitor badges

- Exhibitor badges allow access to the exhibition area only and shall be used by company staff only.

- The exhibitor badges allow free access to the exhibition area, refreshments and Networking Reception.

- Any additional exhibitor badge will be charged an exhibitor registration fee of €180 each.

- Exhibitor badges may be collected from the Registration Desk onsite. Badges will not be mailed in advance.

Exhibitor badges can be ordered via the online Exhibitor's Portal.
Deadline for ordering online Friday, May 10th, 2019
K- Lead Retrieval Application and Mini Scanners
K-Lead Retrieval Application (No Device Is Included)
The Application should be installed on your company/personal device.

Lead Retrieval systems are a helpful tool for receiving participants’ contact information when visiting your stand. The information obtained by lead retrieval systems enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

You are welcome to download the “K-Lead” app onto company/personal device and transform it into an instant, easy lead retrieval system and capture participants’ full contact information with a quick scan of their badge.

Device is not included. If you wish to rent device, please check with us cost and stock availability.

The advantages of the K-Lead application:

- Effortless process using registration badge barcode
- Ability to insert exhibitor’s comments for each lead
- Immediate information retrieval online
- Application is available for download from Apple store or Google play: "Kenes K-Lead App"
- Cost per unit – €400 + additional 4% for Credit Card payments

The Mini Scanner is offered and available for Symposia only:

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit – €300 + additional 4% for Credit Card payments

Please Note:
In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. You can view our updated privacy notice here.

Kenes will not share delegate’s personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

Barcodes on delegate’ badges contain contact information as supplied by the registrant or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.

Mini Scanners may be picked up onsite at the Exhibition Manager Desk.
Earliest pick up time: Tuesday, May 21st after 12:00.

To order “K-Lead” Application and to reserve your Mini Scanners, please refer to the online Exhibitor’s Portal
Deadline for ordering on line: Friday, May 20th, 2019 (subject to availability)
**Access\Vehicle Passes and Unloading during set up days**
Trucks entrance for download goods during building up and break down: Please see directional map at the end of the manual.

If you require booth delivery during exhibition opening days, please do so Via Gattamelata - GATE 13.

Whereas, the official entrances for Events Days are: Via Gattamelata - GATES 2 and 16.

Please make sure to register in advance all vehicles (with vehicles numbers) arriving to the venue on set up\dismantling days via the online-shop [http://es.fieramilanocongressi.it](http://es.fieramilanocongressi.it).

For more information please refer to Technical Regulations at: [https://www.micomilano.it/Downloads/Technical_Regulations_MiCo_english.pdf](https://www.micomilano.it/Downloads/Technical_Regulations_MiCo_english.pdf)

Please note that **MERKUR Expo Logistics GmbH** is the exclusive agent for move in and move out.

To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload.

It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete.

**Parking**

Parking during unloading is limited for short time only.

There are no parking facilities for exhibitors at the venue. Online shop there is an option Please see directional map at the end of the manual.

For more information please refer to the Technical Regulations at: [https://www.micomilano.it/Downloads/Technical_Regulations_MiCo_english.pdf](https://www.micomilano.it/Downloads/Technical_Regulations_MiCo_english.pdf)

**Access to the exhibition area**
The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

Important note: companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay and the service entrance.

**Access for Deliveries**

Please be advised that neither the Organisers nor the Venue can accept deliveries on an exhibitor’s behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to Monday, May 20th, 2019. Any deliveries prior to this date will not be accepted.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition open hours.

It is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand. This will reduce the amount of time it takes to load and unload and thus assist the free flow of traffic.
Section 4: OFFICIAL CONTRACTORS

Customs Clearance & Freight Handling Agent
MERKUR Expo Logistics GmbH
Ms. Zehavit Akerman
T: +49 69 747 848
T: +972 8 914 6382
M: +972 52 511 4982
E: akerman@merkur-expo.com

Stand Fittings \ Furniture Rental \ Electricity \ Cleaning Services \ Plants & Floral Arrangements \ Individual Security \ Hostess services and others

The above services and others can be ordered and pay for through the Exhibitor Services Website.
Or contact:

Fiera Milano Congressi, MiCo
Customer Service Tommaso Giorgi
Tel. +39 02 4997.6133
Fax +39 02 4801.0270
Email: esoc2019@fieramilanocongressi.it

Deadline for sending forms: Fiera Milano Congressi must receive these forms as per the deadlines indicated on the Website.

Orders placed after May 10\textsuperscript{th} are subjected to a 10\% surcharge.
Onsite Orders from May 20\textsuperscript{th} are subjected to a 20\% surcharge.

According to some categories as:– WATER CONNECTIONS (check feasibility before) RIGGING and TEMPORARY STAFF must be order by April 20\textsuperscript{th}, 2019

Please note that Fiera Milano Congressi will send directly to you the link to the online-shop, Exhibitor Services Website, along with an access code. The online-shop includes all order forms for contractor services such as stands and additional material, furniture, catering, Electricity for space only booths, multimedia, plants and manpower. If further assistance is required to place your order, please feel free to contact the official contractor: Fiera Milano Congressi Contractor’s On-Line Website: http://es.fieramilanocongressi.it

Internet @Wi-Fi Connections
Please contact the exhibition manager: mlelcuk@kenes.com

Catering Services
The catering in the Venue is exclusive and needs to be requested in advance.
Exhibitors who wish to order food and beverages for their Exhibition booth are welcome to do so directly through the website Exhibitor Services with the official and exclusive caterer.

For any special request, please contact:
Ms. Silvia Bonichini
Team MiCo,
COMPASS GROUP ITALIA S.p.A.
☎ +39 3351264570
☎ +39 0287255302
@ silvia.bonichini@compass-group.it
Stand Cleaning
The Organisers will arrange general cleaning of the exhibition hall (intendent as Vacuuming of the carpet floor and emptying waste baskets), excluding space only exhibits, prior to the opening of Exhibition and daily prior to opening thereafter.
For ordering daily stand cleaning, please refer to the online-shop.

Waste Removal
Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area.
Any discarded waste, including promotional material, left behind will be removed by the Organisers at the expense of the exhibitor concerned.
For ordering waste removal, please refer to the online-shop.

Order deadlines set by the congress vendors, can be found through the online-shop
Orders placed after the deadlines are subjected to a 10% surcharge and to a 20% surcharge onsite
Section 5: TECHICAL INFORMATION

Exhibition Stands
To ensure the smooth and efficient installation and dismantling of your booth, an Official Stand Contractor has been appointed. Booth furniture, accessories etc. are available for rent, please refer to the venue on line shop or contact the official stand contractor.

Shell Schemes that have been pre-booked from Kenes include:
- Standard Shell Scheme
- Blue carpet
- Company name on Fascia board in standard letting
  Please submit your fascia wording via the on-line shop
- 2 x spot lights
- 1 electrical line with multiple sockets (4 plugs) – up to 3Kw
- Corner stands are provided with two open sides
- Booth Cleaning prior to exhibition opening and during exhibition opening days

Shell Schemes that have been pre-booked from Kenes will NOT include the following:
- Furniture

Please refer to the ESOC 2019 Exhibition Booth brochure at the end of the manual.
Technical Information and Regulations for Shell Scheme Booths

1. All basic shell scheme booths will be designed and built by the Official Stand Contractor.

2. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official contractor before May 2nd, 2019.

3. No shell scheme booth-fitting or display(s) may exceed a height of 2.5M or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.

4. No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the fair.

5. All furniture items, if included in the Scheme Package, are not exchangeable.

6. An exhibitor occupying a booth at the corner can request to close the additional side(s). If the official stand contractor is not being notified in writing before May 2nd, 2019, it will be assumed that the exhibitor will have opening on the additional side(s).

7. The exhibition hall is carpeted with grey tiles. If exhibitor wishes to change the colour of the carpet in the booth, please refer to the online shop or contact the official contractor.

8. Exhibitors requiring additional equipment should contact the official contractor as per the above deadlines information.

9. No painting is allowed; no usage of nails or screws.

10. Double sided tape can be used to affix lightweight items on paper tape.

11. It is possible to use fishing line (nylon) to hang pictures etc.

12. Damaged panels will be charged to the exhibitor causing such damage.

13. Excess stock, literature or packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom.

14. Please note that booths are visible from the upper Gallery on the way to the exhibition hall. Please always keep your booth neat.
Technical Information and Regulations for Space Rental Stands

We recommend exhibitors using Independent Booth Contractor to include a site visit in the planning process to assure smooth and well-planned set-up. Please contact: esoc2019@fieramilanocongressi.it

Exhibitors using independent contractors are required to submit the following for approval by April 8th, 2019.

For submission of booth layout for approval, please refer to the online Exhibitor’s Portal

1. A scaled drawing, including elevation views, scaled 1:200 DWG showing the duct layer of the proposed booth to be built.
2. A list of all Electrical appliances to be installed in the booth.
   - All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
   - Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved.
   - Island stands should be partly accessible on all “open” sides. Requests to be partially exempt from this rule should be submitted in writing to the Exhibition Manager.
   - Multilevel structures are not permitted.
   - Arches, bridges or similar construction connecting two or more stands are not permitted.
   - The Organisers will NOT approve stands that do NOT comply with the accepted standards until the necessary changes have been made.
   - Work cannot commence until the exhibitor layout is approved by the Organisers and the Venue.

Exhibitors are required to submit the name and contact details of their respective construction by May 2nd, 2019 to: MLelcuk@kenes.com

For further information please refer to the MiCo Technical Regulations.

If you require additional stand equipment please refer to the Exhibitor Services Website

Please note that booths are visible from the upper Gallery on the way to the exhibition hall. Please always keep your booth neat.

Each exhibit booth form 50sqm and up must have one Fire Extinguisher for every 50sq.m. Fire Extinguishers can be ordered via online-shop.
**Exhibition Hall \ Hall Specifications**
The Exhibition is being held in South Hall on level 0:

**Floor Load, Material and Floor Covering**
The floor is made out of Spheroidal Quartz.

All exhibitors are required to have floor cover or carpeted floor within their stand area. All floor coverings must be secured and maintained so that they do not cause a hazard. Temporary fixation of floor coverings/carpet to the hall floor may only be carried out using double sided tape placed on paper tape.

The repair of any damages respectively the cleaning of remains from any carpet fixations will be invoiced at a cost.

**Build-Up Height**
- The maximum building height for the top of all elements is **4 M**
- For designed booths up to 4M height, please fill in and return to the venue the SICU form declares the exact assembly statement
- Shell scheme stands build up is **2.5M**

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.

Any part facing neighboring stands that is above 2.50M in height needs to be designed with neutral Surfaces (white).

**Ceiling Hangings**
Ceiling hanging is permitted. Please complete and send the attached APP form for availability and price quotations.

The upmost point for hanging is **6M**.

Kindly note that the hanging points are spread randomly throughout the Exhibition Hall and may not be available above your booth location.

Hanging will be evaluated, case by case, depending on the position of the booth and by the project. Along with the project exhibitors must send the hanging application forms with every technical specification and a clear and detailed design with the various heights.

Stand builders cannot hang any item directly to the venue ceiling \ hanging points. In some areas the venue has to build pre-rigging in order to provide a hanging point.
The order forms for the rigging can be found at the end of the manual
APP/SUSP forms: exhibitors must fill in these forms and return to the MiCo technical assistance by email or via Exhibitor Service Website.

Electricity and Electrical Installations
Initial power connections to stands will be made as soon as possible.

According to the regulations, the electrical installations for the Exhibition will only be connected to the power supply after being checked and approved by the MiCo Electricians. Please refer to the technical Regulation at: https://www.micomilano.it/Downloads/Technical_Regulations_MiCo_english.pdf
Exhibitor using its own electrical equipment needs to book trough the online-shop the KW and provide the venue with the Visura Camerale and the Declaration of the correct installation signed by a qualified Italian Company. Or request an Inspection Services of the electrical installation through the online-shop.

A floor plan showing the required electrical connection locations must be submitted together with the order form.

Power supplies will be supplied into the stands from the electrical outlets at the floor and electrical boxes at the pillars. The venue will advise the exact supply point according to the booth location.

Important: Supplies will be switched on 30 minutes before opening during the duration of the meeting and switched off 15 minutes after Exhibition closed every day.

Twenty-four-hour supplies are available.

Power Supply during dismantling: Kindly note that the exhibition power will be switched off for safety reasons one hour after the exhibition has closed.

Raised floor
It is highly recommended to place a carpet or other floor covering for exhibit stands to avoid damage to the hall floor.

The platform sides must be closed and finished neatly. The platform edges must be safe (secured, safe and easily visible).

Please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp or sloped adages for disabled access.

Storage
The Venue has no storage facilities for empty containers and other materials required for the exhibition. Excess stock, literature or packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom, doors to which must have a vision panel.

Storage of empties: Empties should generally be stored directly with MERKUR Expo Logistics GmbH.

The venue does not have any storage facility for materials left on-site outside of tenancy times. Any materials/items left at the end of the tenancy will be thrown away and a charge made to the individual Exhibitor/contractor concerned.
**Internet Access**

ESOC will provide free Wi-Fi access to all delegates, suitable for basic web browsing.

Should you require an internet connection for any product demonstrations on your exhibition stand, we strongly suggest ordering a **wireless** or **wired** connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

Please be advised that as per the MiCo regulations, exhibitors **are not allowed** to use personal Hot-Spot Wi-Fi points (Access Points, ad hoc networks, Tablet or Smartphone used as 3G/4G hot-spots), ordering wired lines and connecting routers, in order to avoid any kind of interference with the venue.

Please note that the Organisers are going to enforce this onsite and close all private network that will not follow this rule.

For further information please refer to the Technical Regulations at:  
[https://www.micomilano.it/Downloads/Technical_Regulations_MiCo_english.pdf](https://www.micomilano.it/Downloads/Technical_Regulations_MiCo_english.pdf)

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**The Venue and the Organisers reserve the rights to modify the setting and/or discontinue any activity which interfere with the hall WI-FI coverage**
Section 6: EXHIBITION RULES AND REGULATIONS

Binding for all Exhibitors and their subcontractors

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Children/Animals
◇ No person under the age of 15 years can be admitted to the Exhibition, either during Build-Up, Open Days or Breakdown. This rule also applies to Exhibitors’ children and has to be rigidly enforced to comply with the safety regulations of the exhibition. It is also not permitted to bring animals into Venue.

Damage to the Premises
◇ Exhibitors are liable for all damage caused to floors, walls and pillars during the installation, exhibition and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls and pillars.

Disposal of Material
◇ It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Insurance (compulsory)
◇ Exhibitors must be insured against fire.
◇ Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Health & Safety
◇ It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
◇ NEW(!) requirements during set up\dismantling:
   Head protection: Helmets
   Foot Protection: shoes with anti-puncture soles - crush-proof
◇ It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the Organiser.

Insurance (Compulsory)
◇ Neither the Organisers nor The Venue, their representatives or agents will be held responsible for any loss or damage to exhibitor’s property. Exhibitors must take precautions to protect their property against pilferage.
◇ The Organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the Organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.
◇ Exhibitors are personally liable for all expenses incurred by the organiser or by third parties in regard to technical services provide.
Insurance (compulsory)

◊ The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a public liability insurance that covers all injuries to persons and damages that might cover in connection with the exhibition.

◊ We also recommended that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company’s insurer.

Liability Insurance

◊ You are obliged to have a public liability insurance that covers all injuries to persons and damages which might cover in connection with the exhibition.

◊ We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company’s insurer.

◊ **MANDATORY:** You will be requested to show that you have a valid liability insurance. If you failed to show the certificate of valid liability insurance, you will be charged by the venue for it. For further information please refer to Section 6A: Venue Information and Regulations.

Music (Authors and publisher rights)

◊ Please note that the Organisers have no copyright responsibility in respect of any exhibiting company. Exhibitors are reminded that third party copyrights should not be infringed. Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arises, the Event Organisers will not be liable for any resulting loss or damages, sustained by any Exhibitor or third party. For further information please refer to the Technical Regulations at: [https://www.micomilano.it/Downloads/Technical_Regulations_MiCo_english.pdf](https://www.micomilano.it/Downloads/Technical_Regulations_MiCo_english.pdf)

Poster Hanging, Banners etc.

◊ Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of The Venue is not allowed without prior written authorization.

Promotional Activities

◊ All demonstrations or instructional activities must be confined to the limits of the exhibition stand.

◊ Advertising material and signs may not be distributed or displayed outside the exhibitor’s stands.

◊ Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.

◊ The Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Security

◊ **Safety and Security of Material.** Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The Organisers and Venue cannot accept liability for loss of or damage to private property or goods.

◊ **The Organisers will provide security guard service in the exhibition hall during off-show hours.** Neither the Venue nor the Organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.
Smoking
◊ The ESOC 2019 Congress is a non-smoking Conference.

Special Effects
◊ Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

Stand Cleaning
◊ The Organisers will arrange for general cleaning of the exhibition premises including prior to the opening of exhibition and daily prior to opening thereafter.

Waste Removal
◊ Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
◊ Any discarded waste, including promotional material, left behind will be removed by the Organisers at the expense of the exhibitor concerned.
TECHNICAL REGULATIONS:

Exhibitors must comply with MiCo Technical Regulations including operation, fire Safety, construction and other security regulations.

Exhibitors must also comply with rules and regulations as specified by work health Safety laws.

Technical information and instructions can be found at:

Exhibitor Services Website
Please note that Fiera Milano Congressi will send you directly the link to the online-shop, Exhibitors Services Website, along with an access code. This online-shop includes all order forms for contractor services such as stands and additional materials, furniture, electricity, multimedia, plants and manpower. If further assistance is required to place your order, please feel free to contact the MiCo Exhibitors Services website https://es.fieramilanocongressi.it/

These Technical Regulations are contractually binding and are to be followed by the exhibitors including the exhibition service and stand construction companies commissioned by them to perform work on site.

Fiera Milano Congressi Contractor’s On-Line Website: http://es.fieramilanocongressi.it

At the end of this manual as well as on the website, in the category “Useful Documents”, the following forms and regulations may be found:

◊ Compulsory Forms:
◊ SICU Form: compulsory for all Space Booths.
◊ INS Form: compulsory for all Exhibitors.
◊ Hanging Feasibility Application

Safety:
◊ Evacuation Plans of the Exhibition Area.
◊ What to do in case of emergency. Not yet received

Insurance (compulsory)

• Please be informed that as per Fiera Milano Regulations, ALL Exhibitors have to cover with a Property Damage insurance on “All Risks” basis all goods referred to their stand (exhibiting goods, fittings, rented material etc.) for the damage (like theft, fire, accidental breakage, water damage, etc.) that these goods could suffer, independently to the value of such items.

• Exhibitors can choose between the coverage provided by Fiera Milano Congressi (€ 100,00) booking it through the Exhibitor Services Website, or if they have their own Property Damage Insurance, by sending us on headed paper the two declarations required in the Art. 6.c. a) and b) of the INS Form, duly signed, the one named “From Exhibitor to Fiera Milano” by the exhibiting Company and the one named “From the Insurance Company to Fiera Milano” by the Insurers.

In both cases, Exhibitor has to send us the INS Form, duly filled in and subscribed.
Please find here attached the relative information about the compulsory insurance service for all exhibitors. There two methods about an Exhibitor can choose. Of course, more detailed information is written into our Regulation Book Chapter 9. And also, into the exhibitor’s website. Exhibitors who will buy the coverage through the venue system, have to fill in the INS Form. This Form (here copied) is enclosed into the exhibitor’s website.

Exhibitors are required to take out appropriate Insurance. Additional information about Insurance will be communicated to the exhibitors by the Venue (Mico/ Fiera Milano Congressi SpA) through the Exhibitor Services Website. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.

Note: All exhibitors must complete the compulsory INS application Form which is available for download from the Exhibitor Services Website. The Form INS should be returned to fiera.milano@marsh.com 30 days prior to the build-up starting time.

Please see Technical Regulations regarding mandatory services
With reference to art 3.2 of the Technical Regulation, it is hereby declared that (mark the option chosen):

a) **We will not be doing any booth set-up** □

b) **We will be doing booth set-up**
   1) Using the Shell Scheme package booked through the MiCo (if applicable) □
   2) Done by our personnel □
   3) By employing the following company: ………………………………………………… □

c) **We will use and place a pop-up:** □

**IT IS FURTHER DECLARED THAT** (mark the option chosen):

d) **We will install an electrical system ourselves or via our electrical contractor** □
e) **We will NOT install any electrical system and book it through MiCo** □

**DOCUMENTATION TO BE ENCLOSED WITH THIS FORM**

1) **PROJECT** of the booth as indicated in art.3.2 of the Technical Regulations (ONLY for cases 2 and 3 letter b above indicated)

2) **Attachment A** declaration of the materials to be used for the set-up (ONLY for cases 2 and 3 letter b above indicated)

**ORIGINAL DOCUMENTATION TO BE SUBMITTED ONCE THE BOOTH SET-UP HAS BEEN COMPLETED:**

I undertake to provide MiCo's Exhibitors Service with the following declarations, **when submitting the electrical connection request and, in any case, once the booth set-up has been completed in the exhibition area:**

3) **Attachment B** including:
   - Declaration of correct installation of classified materials in terms of fire reaction, and declaration of correct booth set-up (ONLY for cases 2 and 3 letter b above indicated)

4) **Attachment C** (fac-simile):
   - Declaration of conformity of the electrical installation according to art.7 of Ministerial Decree n° 37/08 on the Company's letterhead (ONLY for the case "d" above indicated)

Date ____________________________ Stamp and signature ____________________________
DECLARATION FORM OF MATERIALS TO BE USED FOR THE BOOTH SET-UP
Compulsory Form for Companies personalised booth set-up

Pavilion: _______________________________ Stand N°: _______________________________
Exhibitor: ______________________________________________________________________
Display Company: __________________________________________________________________
Road: _____________________________________ N°: _______ Post Code: ____________
Town/City: __________________________________________ Province: __________________
Tel.: _______________________________________ Fax: ________________________________
Person responsible for safety of the exhibition space, Mr/Ms: __________________________
Tel.: _____________________________________ Mobile: _____________________________

For safety and fire prevention purposes with regards to the materials used to create the booth set-up, the COMPANY, in conformity to the current rules:

DECLARES THAT:
they will only use the materials indicated below to set-up the booth in their exhibition space:

<table>
<thead>
<tr>
<th>Components</th>
<th>Type of material</th>
<th>Italian Fire Reaction Class in terms of Ministerial Decree 26/6/84 and subsequent amendments and additions.</th>
<th>Comparison with fire reaction classes according to the European standard BS EN 13501-1:2007+A1:2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ RAISED FLOOR or FLOOR / WALL CLADDING</td>
<td>……………</td>
<td>□ 0 (A1) □ 1 (A2) □ 2 (B)</td>
<td>(A2-s1) -(A2-s2) -(B2-s1) -(B2-s2) -(C2-s1) -(C2-s2) -(D2-s1)</td>
</tr>
<tr>
<td>□ DISPLAY STRUCTURE</td>
<td>……………</td>
<td>□ 0 (A1) □ 1 (A2) □ 2 (B)</td>
<td>(A2-s1,d0)-(A2-s2,d0)-(A2-s3,d0)-(A2-s1,d1)-(A2-s2,d1)-(A2-s3,d1)-(B2-s1,d0)-(B2-s2,d0)-(B2-s1,d1)-(B2-s2,d1)-(B2-s3,d1)-(B2-s1,d2)-(B2-s2,d2)-(B2-s3,d2)-(C2-s1,d0)-(C2-s2,d0)-(C2-s3,d0)-(C2-s1,d1)-(C2-s2,d1)</td>
</tr>
<tr>
<td>□ CEILING</td>
<td>……………</td>
<td>□ 0 (A1) □ 1 (A2) □ 2 (B)</td>
<td>(A2-s1,d0)-(A2-s2,d0)-(A2-s3,d0)-(A2-s1,d1)-(A2-s2,d1)-(A2-s3,d1)-(B2-s1,d0)-(B2-s2,d0)-(B2-s3,d0)</td>
</tr>
<tr>
<td>□ OTHER</td>
<td>……………</td>
<td>□ 0 (A1) □ 1 (A2) □ 2 (B)</td>
<td>…………………………………</td>
</tr>
</tbody>
</table>
The undersigned:  
Surname  
Name  

In their capacity as:  
Owner, legal representative, director, etc.  

of the company:  
Registered name of the company, business, body or society  

Whose registered office is in:  
Road  
Street n°  
Post Code  

Town/City  
Province  
Telephone  

Tax & VAT N°:  

Having carried out setting up works on behalf of the Exhibitor and having used the materials indicated in the SICU Form (Attachment A)

**DECLARRES CORRECT INSTALLATION**

according to the supplier's/manufacturer's instructions and the procedures laid down by them, and that the set-up materials installed by the signatory hereto conform to the type approval codes and/or prescribed fire reaction certificates, in terms of art 10 of Ministerial Decree of 26th June 1984 and s.m.i. [subsequent amendments and additions], for materials also classified as construction products, are of an equivalent European class in terms of the Home Affairs Ministerial Decree of 15th March 2005 and s.m.i. (BS EN 13501-1:2007+A1:2009).

(For specific identification of the individual materials installed by the signatory hereto, it is hereby stated that the declarations of conformity, type approvals and/or test reports will be kept in the exhibition space /stand, where they will be available for any checks).

**THEY ALSO DECLARE**

**CORRECT SET UP OF THE FITTINGS**

(as per the approved project)

- Having used materials of excellent quality that conform to current technical and product standards to create the set-up in the exhibition space / stand.
- That the set-up materials and structures have been assembled according to current legal, technical and product standards, and having abided by the assembly instructions supplied by the manufacturer (if applicable).
- In choosing the materials and setting them up, account has been taken of the intended use and environment in which these are installed, and complete compatibility is declared.
- The safety rules imposed by law, technical requirements and current product standards have been applied in setting up the booth, as well as the provisions laid down by regulations, good practice and the necessary caution and diligence.

Date  
Signature for Installation Company
FAC-SIMILE OF DECLARATION OF CONFORMITY OF THE INSTALLATION
(Art. 7, 1st comma, Ministerial Decree n° 37 of 22nd January 2008)

The undersigned .......................................................... ..........................................................
owner or legal representative of the Company (registered name) ..........................................................................................
that operates in the ................................................................................................................................. sector,
registered office in Road ................................................n° .................. Town/City .......................................................... (Prov ..................) Tel. ...................................................
VAT N° ......................................................................................................................................................
☐ registered in the Company Register (Decree of the President of the Republic n° 581 of 7/12/1995)
at the Chamber of Commerce in .......................................................... .......................................................... n° ..................
☐ registered in the Provincial role of artisanal businesses (Law n° 443 of 8/8/1985) for .................................................n° ............
assembling the installation (schematic description) ..........................................................
taken to be:
☐ a new installation ☐ transformation ☐ extension ☐ extraordinary maintenance
☐ other (1) ..........................................................

Nota - For gas installations please specify the type of gas distributed: 1° - 2nd - 3rd type mains; LPG from mobile receptacles; LPG from fixed tank.
For electrical installations please specify the maximum power needed
commissioned by: ........................................................................................................................................ in spaces located in the municipality of
.......................................................... ................................................ (prov .................. ) Road .......................................................... n° ..................
stair .......................................................... floor .......................................................... internal n° ............ owned by (name, surname or company
name and address) ........................................................................................................................................ in a building zoned as:
☐ industrial ☐ civil ☐ commercial ☐ other;

DECLARES
accepting responsibility for the same, that the installation have been made, according to the provisions contained in art 6, and
taking the operating and usage conditions into account for which the building is intended, and having specifically:

• Complied with the project prepared in terms of art. 5 of (2).................................................................;
• Conformed to the technical standard applicable in terms of use (3)...........................................................;
• Installed components and materials suitable for the installation site (art. 5 and 6);
• Checked the system in terms of safety and functionality with a positive outcome, by carrying out the checks required by
the standards and the legal provisions.

Obligatory attachments:
• Project in terms of articles 5 and 7 (4).
• Report with types of materials used (5).
• Diagram of the installation (6).
• Reference to previous or partial declarations of conformity already in place (7).
• Copy of the certificate of recognition of the technical - professional requirements.

Optional attachments (8):
......................................................................................................................................................................

DOES NOT ACCEPT
any responsibility for damage to people or property resulting from tampering with the installation by third parties or due to a lack
of maintenance or repairs.

Date..............

Technical manager .................................................................................................................................
..........................................................................................................................................................

(Stamp and Signature)............................................................................................................................

Declarant ..................................................................................................................................................
..........................................................................................................................................................

(Stamp and Signature).............................................................................................................................
HANGING FEASIBILITY APPLICATION
To be returned 30 days prior to the beginning of the Event.

The signatory Company, according to the rules contained in the Technical Regulations and provisions contained on the back of this form, asks for a feasibility check of the hanging project to Fiera Milano Congressi, hereby requesting for the cost of the hangings required.

EVENT:  

MiCo: □ South Wing □ North Wing  Hall / Area Name: _____ Pav. n°: ___ Lev.: ___ Stand n°: ___

EXHIBITOR’S Company Name __________________________________________________________

Full address:  Road, Town/City (post code): ________________________________

Telephone:____________ Fax:_________________ e-mail:__________________________

Please complete and send the hangings diagram hereby enclosed to MiCo’s Exhibitor Service, along with the plan of your area in DWG or PDF format, with any renderings or perspectives of your stand.

Requests must be received not later than 30 days prior to the beginning of the Event.

If this request is received without the documentation indicated and the relevant signature, it will not be dealt with by Fiera Milano Congressi.

FMC will provide the exhibitor with a quotation including hanging costs for your approval.

The exhibitor is required to provide MiCo’s Exhibitor Service with a static calculation report and static suitability certificate signed by two different authorised professionals, registered with professional Italian orders, within the day before the Event. This service can be required through the MiCo’s Exhibitor Service and included in the quotation. If the deadline is not met, Fiera Milano Congressi will appoint its own professional to prepare the declaration, charging the relative cost to the Exhibitor’s account.

Date ____________________________

stamp and signature
RULES FOR ORGANISING CEILING HANGINGS

1. DOCUMENTATION TO BE PRESENTED:
At least 30 days before the beginning of the Event, the handing schedule (attachment 1) and table of loads to be suspended (attachment 2) must be submitted, along with this form, as well as the project of all the structure you are going to hang from the ceiling. The following compulsory documents have to be forwarded with the project layout:

a) **Drawings** With all the measures (width – length – height) indicated on and including plan, side elevations, and perspectives of the item to be hung. The drawings have to indicate the position and loads envisaged on the truss beam to be hung off the ceiling. Please also indicate at which truss beam MiCo’s hangers have to connect the points.

b) **Technical report** done by a known professional and containing:
   - A description of the hanging structures.
   - Characteristics of the materials to be used (eye bolts, steel cables or chains, truss beams, etc.).
   - Weights of the materials to be used themselves (truss beams, spotlights, electric cables, lifting gear, etc.).
   - Estimated load on the item’s structures and checking of the loads waiving on them.
   - Points where the item has to be hung, and the loads for each point, bearing in mind that the loads indicated in the table included in this form are never to be exceeded.
   - In any case, in order to ensure that hanging structures are stable, provision must be made to ensure that, in the event of failure of one of the hanging cables supplied by Fiera Milano Congressi (structural connections, Halfen bolts, failure of any lifting gear, etc.), the whole structure will not pose a danger of collapsing and/or being overloaded beyond what is admissible, at the individual fixing points.

c) If it is compulsory for the Exhibitor to provide Fiera Milano Congressi S.p.A. with a **declaration of correct set up; a static project layout report and certificate of static suitability, signed by two different professionals** for the hangings, certifying, for all legal purposes, that the hangers conform to the precautionary safety rules that apply to them. The deadline for submitting the declaration of correct set up and conformity to the project is 24 hours before the beginning of the Event.

**N.B.** If the Exhibitor does not make use of professionals indicated by FMC or if the deadline is expired, since this is a set deadline that cannot be extended due to the imminent beginning of the Event, Fiera Milano Congressi S.p.A. will appoint their own professional to produce the required declaration, charging the relative cost to the Exhibitor’s account. If any obstruction or difficulty get in the way of execution of the check organised by Fiera Milano Congressi S.p.A., the exhibition space will not be provided with the services supplied by Fiera Milano Congressi S.p.A. (electricity, water, compressed air, etc.) and visitors must be forbidden access.

**PLEASE NOTE:**
It is important to respect the times above indicated, as the documentation must be submitted to Fiera Milano Congressi for technical checking, in order to check compatibility between the Exhibitor project and the MiCo’s fixed structures. Fiera Milano Congressi reserves the right to confirm whether or not the structure is compatible with the area assigned to the Exhibitor, without prejudice to the rules for the Event.

2. RULES ABOUT USAGE OF MOTORIZED LIFTING EQUIPMENT

If Exhibitors do not aim to use motorized equipment supplied by FMC but their own hoists, they have to submit the following documents in conformity with the current Machinery Directive (2006/42 / EC) and Directive 98/37 / EC. All motorized hoists must be equipped with: Certification with Annex IIA, Annual Review, Technical Control Sheet / Quarterly Maintenance, INAIL Registration, revision or review request addressed to ISPESL.

All Italian and foreign Exhibitors, who are using unsuitable equipment, must comply with the above mentioned rules.

**PLEASE NOTE:** all documents required for the suitability test of the motorized equipment, must be submitted with the APP Form.
3. GENERAL NOTES

3.1. A "Hanging" service can be provided in all pavilions and/or conference rooms in the MiCo where hangings are allowed according to the table herby enclosed.

3.2. The "Hanging" service includes supplying of suitable cables attached to the ceiling, which can be used to hang structures and lighting that belong to the Exhibitor, a company employed by them, or hired from Fiera Milano Congressi itself.

3.3. Only Fiera Milano Congressi can provide hanging cables from the ceiling, while fixing of structures not provided by Fiera Milano Congressi is to be done by the Exhibitor or a company employed by them.

3.4. The position and number of cables provided by Fiera Milano Congressi is to be determined by Fiera Milano Congressi itself, based on the contents of the technical project submitted by the Exhibitor and the location of the structures from which the cables can be suspended, as well as quantifying the additional safety cables required.

3.5. The end of the cable provided by Fiera Milano Congressi will be equipped with a special certified fixed connection.

3.6. Cables will be positioned at a height of 150/200 cm above the maximum allowed by the Event's rules.

3.7. Unless a waiver is obtained from the Organiser's Operations Secretary, the height of the hanging structures above floor level must be conformed to the indications contained in the General Rules for the Event.

3.8. The maximum loadbearing capacity of each fixing point to be supplied by Fiera Milano Congressi is indicated in the loads table herewith enclosed.

3.9. The cables supplied by Fiera Milano Congressi will be attached only to the relevant structures set up. These structures are laid out as follows:

In the MiCo, the Halifax tracks in the ceiling will be used. These tracks are located in different areas of the Pavilions and/or the conference rooms. MiCo's Exhibitor Service can be contacted to check whether there are Halifax tracks over the area assigned to each Exhibitor.

3.10. If the space over the area assigned to the Exhibitor does not have the relevant structures described in the previous points, special additional fixing systems can be supplied on hire. This must be arranged in each case via MiCo's Exhibitor Service.

3.11. The Exhibitor or the company employed by them must use suitable systems for fixing to the structures that ensure proper anchoring. Any steel cables used must have a diameter of not less than 5 mm, and any link chains must have a link diameter of not less than 6 mm.

3.12. Hanging cables provided by Fiera Milano Congressi must not be pulled diagonally by the Exhibitor or the Company employed by them.

3.13. Hangings that include lifting gear (winches, hoists, etc.) must be equipped with safety cables.

3.14. Loads applied to the truss beams (light sources, loudspeakers, etc.) must be fixed to the beams by means of their own ad hoc fixings and other fixing elements (steel cables, link chains) in order to ensure safety should the unit's own fixing systems fail.
3.15. For safety reasons, mixed hanging systems (ceiling hanging + floor standing) will only be allowed provided the items that are standing on the floor are adequately protected against accidental impacts.

3.16. Safety hooks to ensure the stability of booth structures standing on the floor will only be authorised if in accordance with these provisions, including the submission of the required documentation.

3.17. Ceiling hangings must not interfere with the smoke detection system in the MiCo’s pavilions and/or conference rooms. This system comprises a network of sensors on two levels in the upper portion of the pavilion, interconnected by infrared rays.

PLEASE NOTE: If a ray is interrupted, the pavilion's fire-fighting system is activated.

3.18. Ceiling hangings must not interfere with the pavilion's lighting system.

3.19. If electrical equipment is installed on the hanging structures, these must be powered using the sockets in place within the assigned area. Cables that come down from the hanging structures must be supported by suitable systems (e.g. steel cables or columns standing on the floor).

Payment of amounts must only be made when requested by Fiera Milano Congressi, in the form of an invoice or a final statement.
HANGINGS - TECHNICAL SCHEDULE
ATTACHMENT 1

Please fill in the following chart:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>H2</td>
<td>A1</td>
<td>A2</td>
<td>A3</td>
<td>A4</td>
<td>D1</td>
</tr>
</tbody>
</table>

Key:
- A1: Motorized hoist (the hoist will be installed at 1.5 m from the structure)
- A2: Hanging point
- A3: Motorized hoist
- A4: Hanging structure
- D1: Hanging cable

Notes:
- All other equipment will be supplied on your request.
- Data to be provided by the exhibitor.

Fiera Milano Congressi SpA
P.le Carlo Magno, 1
Share Equity € 2,000,000 paid-up - Single Shareholder
Company Registration Tax and VAT N° 11292010151
R.E.A. (Administrative Economic Inventory) 1452160
DECLARED HANGING LOAD TABLES
ATTACHMENT 2

EVENT: ____________________________________________________________

MiCo: □ South Wing □ North Wing Hall Name: ___________ Pav. n°: ___ Lev.: ___ Stand n°: ___

EXHIBITOR'S Company Name ____________________________________________

For safety and prevention purposes, for hangings planned, in compliance with the Rules indicated in the MiCo’s Technical Regulations (Art. 3.2.4.4 – p.10), **IT IS HEREBY DECLARED** that only the materials indicated below will be used, with the relative declared weights:

<table>
<thead>
<tr>
<th>TYPE OF LOAD</th>
<th>Weight (kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL HANGING LOAD *</td>
<td></td>
</tr>
<tr>
<td>MAX POINT LOAD *</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

* Compulsory

Date

Stamp and signature
**FORM**

To be returned at least 30 days prior to the Event Opening but in all cases before goods are shipped.

Complete this Form and fax to: MARSH SpA - Fiera Milano Office, Fax +39 / 02 / 4540.2035, fiera.milano@marsh.com

---

**INSURANCE**

Form for declaration of value and integration request to be sent to MARSH S.p.A – Fax +39 / 02 / 4540.2035

In case of declared value exceeding Euro 25,000.00 please, attach also a copy of the Bank Transfer Payment

n.B. Please read carefully

---

The undersigned

<table>
<thead>
<tr>
<th>Company</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Town</td>
</tr>
<tr>
<td>V.A.T.</td>
<td>Tel/Fax</td>
</tr>
<tr>
<td>E-mail</td>
<td>Pavillion/stand</td>
</tr>
</tbody>
</table>

**DECLARATION OF VALUE** - In accordance to art. 9 of the Technical Regulations, the Exhibitor must use this Form to communicate the real value of the goods, materials, stand fittings and equipment they bring to/use at the Exhibition Centre. This also applies for the Trade marks being represented. If the real value of the goods is not communicated, the minimum values indicated at point A) “INSURANCE COVERAGES” of this Form, will be used instead.

**DECLARED VALUE** Euro ___________________ (also in letters)

Exhibitors are contractually obliged to return this Form even if they have arranged their own Insurance. In this case, they must attach the declarations indicated in point 6.c. otherwise, they will have to join the cover for the declared value.

**A) INSURANCE COVERAGES:**

1. “ALL RISKS Transport and Storage” Insurance - covering damage to displayed goods, furnishings, equipment, fittings and any other object during transfer to and from the Exhibition Centre and for the entire period they remain in the Exhibition Centre, as per the general and Particular Conditions of insurance. The Policy does not cover acts of terrorism or sabotage.

   **BASIC INSURED AMOUNT:** Euro 25,000.00 - Absolute First Loss (premium: Euro 100.00+vat if applicable).

2. “BaggAgE THEFT” InSURAnCE - without costs for the Exhibitor - in favour of owners, Administrators and Employees of the Exhibiting Companies, as per the general and Particular Condition of Insurance.

**B) REQUEST FOR INTEGRATION OF “ALL RISKS” INSURANCE (Full Value)**

<table>
<thead>
<tr>
<th>CAPITAL EXCEEDING</th>
<th>Euro 25,000.00</th>
<th>Euro ___________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>- from Euro 25,000.00</td>
<td>rate of Premium 0,24%</td>
<td>Euro ___________________</td>
</tr>
<tr>
<td>- from Euro 100,000.00</td>
<td>rate of Premium 0,13%</td>
<td>Euro ___________________</td>
</tr>
<tr>
<td>- over Euro 2,500,000.00</td>
<td>please, contact Marsh Spa</td>
<td>Euro ___________________</td>
</tr>
</tbody>
</table>

Solely as regards theft (partial and total), robbery, loss, shortages, tampering and delivery failure, the payment of the indemnity will be limited to 90%, while the remaining 10% or Euro 250,00, whichever is highest, will be charged to the Insured party. This percentage and minimum amount are doubled if claims are reported to the Insurance Company after the official closing day of the Event.

**C) OPTIONAL “ACCIDENTS” INSURANCE** for stand workers (hostess, employees, stand attendants and others). Indicate the chosen combination according to the following insured capitals and attach the list of names of the insured persons on the Exhibitor headed paper (name, Surname, Date of Birth,…).

n. ______ people requiring Insurance (as per the attached list) at the premium of:

- Euro 16.00 per person
- Euro 32.00 per person

**OVERALL TOTAL PREMIUMS (B + C)** Euro ___________________

---

N.B. - The payment related only to the exceeding amount and to the optional “Accidents” Insurance must be made via Bank Transfer giving details of the Exhibitor’s name, Name of the Event and the Event period. The integration and/or the optional “Accidents” Insurance can only be valid after the payment has been received. In order to know the correct amount of the “Premium” and also the bank details, please contact directly our Insurance Broker: Tel. +39 / 02 / 4540.2033 - Fax +39 / 02 / 4540.2035 - fiera.milano@marsh.com.

By signing this Form, the Exhibitor declares the notification receipt under art. 185 of Legislative Decree n. 209 of 7th September 2005 and pursuant to ISVAP circular n. 303 of 2nd June 1997.

---

Date Company stamp and signature (legible)
**NEWS, CONDITIONS AND SPECIAL REGULATIONS**

1. The regulations and requirements concerning the insurance coverages are shown in the Unified Technical Regulations of Fiera Milano.

2. The insurance coverages stipulated through MARSH SpA - Fiera Milano office are based on general and Particular Conditions specified in the agreements deposited at Fiera Milano SpA and can be consulted at the Insurance office (variations excepted).

3. To allow MARSH SpA - Fiera Milano office to optimise their services:
   - **3.a.** this form must be filled in clearly and completely;
   - **3.b.** the terms as indicated in the Technical Regulations must be complied with.
   - **3.c.** This Form must be returned to MARSH SpA within 30 days prior to the Event opening

4. guarantees covered for accidents to stand attendants are as follows:
   - **4.a.** Euro 130,000.00 in Case of Death
     Euro 130,000.00 in Case of Permanent Disability
     Euro 16.00 per person
   - **4.b.** Euro 260,000.00 in Case of Death
     Euro 260,000.00 in Case of Permanent Disability
     Euro 32.00 per person

5. “All Risks” - Transport and Storage coverage of the property brought/used into the Exhibition Centre starts when the goods begin their transfer to Fiera Milano and ends when the return transfer finishes: **in no case coverage will be valid prior to the date on which this Form is sent.**

6. **IMPORTANT**

   - **6.a.** Exhibitors must insure amounts corresponding to the real value of the goods, furnishings, equipment and fittings exhibited and/or installed in the stand in order to avoid the consequences deriving from the non-observance of the Technical Regulations, together with proportional reduction of indemnity in case of damage.
   - **6.b.** only as regards insurance for the following product sectors: Jewelry, valuables and collectors’ stamps during the exhibition, valuables must be kept in closed showcases suitably fixed to walls, shelves, tables and the like. Stand attendants must be constantly present during demonstrations and handling. Valuable articles must be placed in safes, locked cupboards, showcases or drawers during the night.
   - **6.c.** If exhibitors do not wish to accept the Exhibitors’ Agreement prepared by Fiera Milano, they should send the following declarations, duly signed:
     - **a) From the Exhibitor to Fiera Milano**
       “Please find attached a certificate issued by the Insurance Company …………………………… that attests that the assets brought to and/or used by us at the exhibition, even if owned by third parties, are covered by insurance (in compliance with your Technical Regulations).

     We declare that the value of said assets does not exceed the maximum insurable sum and in any case we release hereby Fiera Milano Congressi S.p.A., Fondazione Fiera Milano, Fiera Milano S.p.A., the Companies connected to them and the organizers of the event as well as any third party involved in the organization of the Event (DATE) against all liabilities for events involving amounts exceeding said maximum value and/or events (limited to damages to the assets brought to and/or used at the exhibition) that are not insured under this policy”.

     - **b) From the Insurance Company to Fiera Milano (on insurance Company’s headed paper)**
       “The undersigned Insurance Company, declares and certifies that the Company ……………………………………… has validly insured with us through the Property “All Risks” policy nr. ……………… all goods, machinery, equipment, settings and in general all the assets the Company itself shall bring to and/or use at the Fiera di Milano, even if owned by Third Parties for the event ………………………………………………………….. extended to setting up and dismantling periods.

     The undersigned Insurance Company hereby waives its right to claim compensation from Fiera Milano Congressi S.p.A., Fondazione Fiera Milano, Fiera Milano S.p.A., the Companies connected to them and the organizer as well as any third party involved in the organization of the event, except for willful malice of themselves.”

   - **6.d.** Exhibitors must fill in, sign and return the INS form at least 30 days prior to the Event opening.

**MARSH SpA - Tel. +39.02.4540.2033 - +39.02.4540.2034 - +39.02.4540.2032 - Fax +39.02.4540.2035 e-mail: fiera.milano@marsh.com**

**N.B. THE ABOVE-MENTIONED CONDITIONS ARE INTENDED TO BECOME OPERATING WITH THE EXCEPTIO OF POSSIBLE MODIFICATIONS DUE TO CHANGED MARKET’S REQUIREMENTS.**
Section 6: Delivery Regulations and Instructions

The shipping instructions include the following information:

- Handling Rates
- Labels
- Material Handling Form
- Shipping Instructions

Delivery & Logistic Services
MERKUR Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for this Conference and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, MERKUR Expo Logistics GmbH is the sole official agent to handle cargo inside the venue. Stand builders are prohibited from using trolleys during set-up and dismantling periods. Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods
All cargo should be insured from point of origin.

Exhibition Goods and Display Materials
Please note that all materials entering the venue incur a handling charge. This includes materials for display.

To receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

Please Note: All advanced shipments and deliveries to the MERKUR Expo Logistics GmbH warehouse, including by courier, must be coordinated with MERKUR Expo Logistics GmbH.

In order to assure receipt of sent materials, MERKUR Expo Logistics GmbH, must receive the Pre-Advise form found I the shipping instructions.

Please complete this form and return it to Zehavit Akerman: akerman@merkur-expo.com
You will then receive confirmation of your material arrival.
The Voice of Stroke in Europe

5th European Stroke Organisation Conference
22 - 24 May 2019 | Milan, Italy

www.eso-conference.org
Dear Exhibitor/Stand Builder,

MERKUR Expo Logistics GmbH is the official on-site agent nominated by KENES to handle all in\out shipment arriving to ESOC 2019.

We are a full door to door service company.

As such, we are pleased to offer you arrangements for shipping, international freight forwarding, customs clearance and onsite services.

**Onsite Handling**
Due to security, insurance and organizer policy, MERKUR is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

**Contact Details**
**MERKUR Expo Logistics GmbH**
Contact: Ms. Zehavit Akerman
Mobile: +972 52 511 4982
E-Mail: akerman@merkur-expo.com

Please note these important dates:

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to door</td>
<td>Please contact MERKUR</td>
</tr>
<tr>
<td>Airfreight Shipments</td>
<td>Please contact MERKUR 10 working days prior move in</td>
</tr>
<tr>
<td>Shipment via Milano advance Warehouse</td>
<td>No later than May 16, 2018.</td>
</tr>
<tr>
<td>Exhibition goods - Direct Deliveries to Congress Venue</td>
<td><strong>May 20 from</strong> – Exact time: TBA ASAP.</td>
</tr>
<tr>
<td>Move out</td>
<td><strong>May 24 from</strong> - Exact time: TBA ASAP.</td>
</tr>
</tbody>
</table>
Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

(1) Marketing and display
(2) Exhibition goods—for exhibition stand only

Services, Delivery Address and Shipping Instructions

1. Door to Door Shipment
We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Air freight shipment
Please contact Merkur for shipping instructions and labels. Documents must be sent to Merkur before dispatching the goods, at least 5 working days prior arrival of goods to Milano airport.

Some commodities are subject to import restrictions by the Italian Customs Regulations
Cargo arriving beyond deadlines an additional 30% handling surcharge will be added

3. Shipment via Milano advance warehouse
Corso Europa, 1 I-20020 Linate Milano – Italy
Attn: Markus Meyer
Tel. +39-02-93300835 Mob. l +39-333-3659454

C/O Congress name: ESOC 2019
Exhibitor ____________ booth number ______________

4. Direct Deliveries to Congress Venue
MiCo Milano Congressi
Piazzale Carlo Magno, 1
20149 Milano MI, Italy

5. Domestic Cargo / Courier Shipments
Entry to the loading area is subject to confirmed time slot & pre- alert.

6. Courier Shipments – Customs cleared only
It is NOT recommended to use a courier service for shipping your goods to the conference venue.

All courier shipments are totally beyond our control, so we cannot be responsible for any delay / problem if they cannot be released from the Italy customs and / or are delay in delivery.
In case of sending a courier shipment, please be sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number.

All Courier Shipments must be send on DDP terms (Delivery duty paid).

Please contact MERKUR for labels

Dangerous Cargo
Exhibitors need to complete special forms for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

Insurance
All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we can take no responsibility for goods after delivery to the exhibitor stand regardless if the exhibitor is present or not.

Heavy & Oversized Shipments
A heavy and oversized shipment applies to any single exhibit more than 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operational team.

Payment Terms
In order to ensure move in/out of your shipment/s, please complete and sign the attached Material Handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify “Merkur” immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents in advance of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions
All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

MERKUR Team wishes you a successful experience.
HANDLING RATES –MiCo Milan 2019

Inbound / out bound

1. Air Freight
From free arrival Frankfurt airport up to free delivered booth including:
- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

Minimum per shipment € 325.00
Up to 250 kg € 2.05 / Kg
Up to 500 kg € 1.55 / Kg
Up to 1000 kg € 1.40 / kg
Above 1000 kg each additional kg € 1.35 / Kg

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min
Outlay fees + 10% for pre payment

2. Handling via Milan Warehouse
From free arrival warehouse up to free delivered booth including:
Intermediate storage

Shipment up to 50 kg € 175.00
Min € 275.00
Per 100 Kg € 36,50

3. Direct Delivery to Venue –
From free arrival venue up to free delivered stand, first time spotted:
Shipment up to 50 kg € 105.00
Shipment over 50 Kg Per CBM € 55.00 Min 175.00
Truck 7.5t € 850.00
Truck 13.6 M € 1,550.00

4. Customs Formalities

Carnet ATA
Temporary importation under ATA Carnet € 190.00

Temporary Importation
Temporary importation and/or re-exportation
With commercial invoice / Carnet € 190.00
Customs bond fee 1.5% CIF Value Min € 180.00
Transit document € 105.00

Permanent Importation
Per shipment / per document / per exhibitor € 190.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax + 10% for pre payment
Use of customs broker import tax registration €115.00

Customs inspection € 150.00
Special Clearances
Food, beverages, pharmaceuticals etc. Available upon request

5. Other Charges

- Handling of empties (including storage) € 75.00 / CBM (Min 2 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00

Outbound Handling Charges
The same rates will apply for outbound services.

Insurance
It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return
We will not accept any responsibility for loss or damage of the exhibitor's equipment

Please Note:

❖ 1 CBM= 333 KG ,
❖ 1 LDM =4 CBM
❖ The above rates do not include local VAT that will be charged where applicable.
❖ The above rates are for services provided from Mon – Fri, 08:00 – 17:00
❖ Overtime surcharge (17:00 – 22:00) – additional 35% on total move in/out charges.
❖ Overtime surcharge (22:00 – 08:00) – additional 100% on total move in/out charges.
❖ Saturday Sunday & Holidays – additional 100 % on total move in/out charges
Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to MERKUR Expo logistics
E-mail: zehavitak@hermes-exhibitions.com

**Pre advise - Material handling form**

<table>
<thead>
<tr>
<th>Congress name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor name</td>
<td></td>
</tr>
<tr>
<td>Stand #</td>
<td></td>
</tr>
</tbody>
</table>

**Shipment information**

<table>
<thead>
<tr>
<th>Service requested</th>
<th>Door to Door</th>
<th>Germany Advance Warehouse</th>
<th>Direct to Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipper’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E mail address</td>
<td></td>
</tr>
<tr>
<td>Tel #</td>
<td></td>
</tr>
<tr>
<td>Purchase order #</td>
<td></td>
</tr>
<tr>
<td>Truck size</td>
<td></td>
</tr>
<tr>
<td>Courier tracking #</td>
<td></td>
</tr>
<tr>
<td>Airway bill number (AWB #)</td>
<td></td>
</tr>
<tr>
<td>Number of pieces</td>
<td></td>
</tr>
<tr>
<td>Weight in Kg</td>
<td></td>
</tr>
<tr>
<td>CBM</td>
<td></td>
</tr>
</tbody>
</table>
Billing details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details ____________________________ VAT No. ______________

Email ____________________________ Phone ______________

Address __________________________________________

For payment by credit card please approach MERKUR.
Marketing/Promotional Material
For Congress Unmanned Display

Via MILANO Warehouse

Exhibitor/Company Name

Contact Person

Mobile Phone

MERKUR EXPO LOGISTICS
Corso Europa, 1  I-20020 Lainate Milano - Italy
Att: Markus Meyer
Tel: +39-02-93300835   Mob: +39-33-3659454
Congress: ESOC 2019 - MILANO, ITALY

Box No. _______ of _______
Marketing/Promotional Material
For Congress Unmanned Display

Exhibitor or Company Name
Contact Person
Mobile Phone

Air Freight Shipments

MERKUR EXPO LOGISTICS
Corso Europa, 1 I-20020 Lainate Milano – Italy
Att : Markus Meyer
Tel. +39-02-93300835 Mob. +39-333-3659454
CONGRESS: ESOC 2019 - MILANO , ITALY

Box No. _______ of _______
<table>
<thead>
<tr>
<th>Exhibitor or Company Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand/Booth No.</td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
</tr>
</tbody>
</table>

**EXHIBITION GOODS**
Via MILANO Warehouse

| Domestic Cargo / Courier Shipments |  |

**MERKUR EXPO LOGISTICS**
Corso Europa, 1 I-20020 Lainate Milano – Italy
Att: Markus Meyer
Tel. +39-02-93300835 Mob. +39-333-3659454

**CONGRESS: ESOC 2019 - MILANO, ITALY**

Box No. _______ of _______
Merkur Expo Logistics
Corso Europa, 1 I-20020 Lainate Milano – Italy
Att : Markus Meyer
Tel. +39-02-93300835 Mob. +39-333-3659454
CONGRESS: ESOC 2019

<table>
<thead>
<tr>
<th>Air Freight Shipments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Name</td>
</tr>
<tr>
<td>Stand/Booth Number</td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
</tbody>
</table>

Box No. _______ of _______
EXHIBITION GOODS
For the Exhibitor's Stand Only

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

MiCo Milano Congressi
Piazzale Carlo Magno, 1
20149 Milano MI, Italy
Att : Markus Meyer
Tel. +39-02-93300835    Mob. I +39-333-3659454
Congress: ESOC 2019 - Milano

Box No. _______ of _______
Shelf Scheme System Panel

Aluminum crossbeam

Aluminum beam

White bilaminated board 6mm depth

Adhesive film branding

Foam board branding

*** Indicated dimensions are in mm (millimeter)
**Carpet:**
- color tbd – total surface according to the booth dimension.

**Panels:**
- white bilaminated with aluminum frame – 250 cm height.

**Signage:**
- fascia board with company name and booth number – 40 cm height
  (The Company name will be written on the fascia board on each open side)

**Electrical equipment:**
- nr. 1 electrical line with multiple socket (4 plugs) – up to 3 Kw
- nr. 2 spotlights

**Note:**
Booth cleaning prior to exhibition opening and daily during congress days (morning hours).

Power consumption and construction of the stand are also included.

***Indicated dimensions are in cm (centimeter)***
Carpet:
   color tbd – total surface according to the booth dimension.

Panels:
   white bilaminated with aluminum frame – 250 cm height.

Signage:
   fascia board with company name and booth number – 40 cm height
   (The Company name will be written on the fascia board on each open side)

Electrical equipment:
   nr. 1 electrical line with multiple socket (4 plugs) – up to 3 Kw
   nr. 3 spotlights

Note:
Booth cleaning prior to exhibition opening and daily during congress days (morning hours).

Power consumption and construction of the stand are also included.

*** Indicated dimensions are in cm (centimeter)
Carpet:
  color tbd– total surface according to the booth dimension.

Panels:
  white bilaminated with aluminum frame – 250 cm height.

Signage:
  fascia board with company name and booth number – 40 cm height
  (The Company name will be written on the fascia board on each open side)

Electrical equipment:
  nr. 1 electrical line with multiple socket (4 plugs) – up to 3 Kw
  nr. 3 spotlights

**Note:**
Booth cleaning prior to exhibition opening and daily during congress days (morning hours).

Power consumption and construction of the stand are also included.

***Indicated dimensions are in cm (centimeter)***

January 10th, 2018
Furniture:
 Nr. 1 Table “Millerighe” with tablecloth – black color – dim. 140 x 70 cm
 Nr. 2 Chairs “Star” – grey color
 Nr. 1 Small waste bin

Note:
The fire extinguisher is mandatory and is included in the storage room.

It is possible to choose furniture directly from e-commerce website.
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